



# How to log into Concur

1 – Go to [concursolutions.com](https://concursolutions.com)

2 – Enter your username  
(your work email address).

3 – Click the blue button **Next**.

A screenshot of the "Sign In" page. At the top, it says "Sign In". Below that is a text input field with the placeholder "Username, verified email address, or SSO code". The email "joway@utah.gov" is entered in the field. A red rectangle highlights the input field. Below the field is a blue button labeled "Next". A red arrow points to the "Next" button. Below the button are three links: "Remember me" (with a checked radio button), "Forgot username", and "Need help signing in".A screenshot of the "Sign In" page. At the top, it says "< Sign In". Below that is a text input field with the placeholder "Username, verified email address, or SSO code". The email "joway@utah.gov" is entered in the field. Below the field is a blue button labeled "Next". A red arrow points to the "Next" button. Below the button are two options: "State of Utah SSO" and "SAP Concur Password". A red arrow points to the "State of Utah SSO" button.

4 – Click the blue button **State of Utah SSO**.

5 – Enter your username  
and password.

6 – Click the yellow button  
**SIGN IN**.

A screenshot of the "Sign In" page. It shows two input fields: "Username or Email" and "Password". A red rectangle highlights both fields. Below the fields is a checkbox labeled "Remember my username". At the bottom is a yellow button labeled "SIGN IN". A red arrow points to the "SIGN IN" button.

7 – Follow the security instructions (these may be different for everyone).

### Security Code

In an effort to keep your account more secure, your account requires the use of an additional security code in order to proceed.

Please select the method that you would like to receive your security code.

- Email code to kd\*\*\*\*\*@gm\*\*\* >
- Text code to (\*\*\*) \*\*\*-\*\*-54 >
- Email code to Manager >
- Email code to Agency Security >

Start Over

WARNING!!! By accessing and using this U.S. government computer system you are consenting to system monitoring for law enforcement and other purposes. Unauthorized use of, or access to, this computer system may subject you to criminal prosecution and penalties.

[Continue](#)

Start Over

8 – Click the white button **Continue**.

You have arrived at the Concur home page!

### SAP Concur

+

Start a Request

+

Start a Report

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Required Approvals

20

Authorization Requests

13

Available Expenses

12

Open Reports

00

Required Approvals

Great! You currently have no approvals.

13

Available Expenses

12

Open Reports

09/01

RY UTAH  
\$85.00

08/31

LOWES #01501\*  
\$27.50

08/30

LOWES #01080\*  
\$21.56

08/29

MOUSER ELECTRONICS INC  
\$456.01

08/29

MOUNTAINLAND SUPPLY  
\$88.12

01/29

International Workflow 2  
\$613.50

11/01

Flag Error Training  
\$3,085.50 Returned

10/27

Past 60 Days International Workflow 2  
\$586.00

10/24

Same Day Travel  
\$44.25

10/20

AI 17 - 60+ Day (In State)  
\$15.00 Returned